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## PROJECT OFFICER

### Support to Civic Education Project

Location :	Luanda, Angola
Duration of Assignment:	Two months (subject to renewal)
Organizational Unit:	Support to Civic Education Project
Post Level:	SSA

#### **1. General Information:**

In April 2002, UNITA and FAA signed a peace agreement ending more than thirty years of war. Since then peace building, promotion of democratic participation and the legitimacy on the political system and its key institutions have been a critical point on the public and institutional agenda. There is a need to foment dialogue among communities about this matter, as well as capacity citizens about their rights and duties through civic education.

The project aims to empower civic stakeholders expanding democratic participation, particular among women and other under-represented segments of society, through civic education, citizens' access to information and human rights and awareness-raising activities. It also aims at enhancing technical and managerial capacity of civil society organizations, as well as overcome the lack of resources for implementing democratic participation activities among the key stakeholders by making available a fund to which they can apply.

Civil society in Angola is still in the process to consolidate their action and still needs to strengthen their capacity to address the challenges that the country faces nowadays. At the same time, there has been a lack of coordination among them, as well as a weak synergic approach. Somehow, there is a need to build the capacity of the national civil society organizations in terms of project management, technical support and promotion of a synergic action among them.

In order to respond to this need, UNDP – with support of the Government of Angola and International Partners – has established a Support to Civic Education Unit and launched a Civic Education Project. The recruited candidate will join the UNDP SCEP team.

#### **2. Description of Responsibilities:**

- Support UNDP 'Support to Civic Education' Project to facilitate through local NGOs and Angola media organizations civic education activities in urban and rural neighbourhoods across Angola.
- Coordinate capacity development support for CSO partners providing civic education services in urban and rural areas.
- Exercise overall responsibility for the development and distribution of civic education materials in support of elections- and rights education activities relevant to the cultural and socio-economic contexts of Angola.
- Monitor CSO civic education service delivery in urban and rural neighbourhoods
- Prepare quarterly reports and contribute to annual reports
- Ensure up-to-date project documentation in UNDP M&E systems (ATLAS)
- Support coordination of all project activities through regular contacts with the donors and by organizing regular donor briefings;
- Organize Project board meetings, donor coordination, project review and/or evaluation meetings. Prepare background document, briefs, issues papers, progress reports for the project board meetings and for donor reporting;
- Contribute to end-of-project evaluation

The Project Officer will deliver M&E Assistance and audit activities by fulfilling the following duties:

- Visit on a regular basis SCE project sites in order to monitor the effectiveness of SCE partner agencies implementing civic education projects. Monitoring means (a) observation; (b) appreciation why things work or do not work; (c) appreciation for the learning benefits that can be derived from analyzing mistakes; (d) coaching and mentoring; and (e) organization and execution of follow-up visits.
- Propose program improvements based on the recommendations and findings from the field.
- Plan, coordinate and execute M&E activities on civic education service delivery through local NGOs and media organizations.
- Assess strengths and weaknesses, opportunities and threats of project implementing partners.
- Prepare and deliver training support needed to strengthen the performance of SCEP project implementation partners
- Check whether and how women's participation increases the effectiveness of civic education efforts of SCEP partner organizations.
- Monitor the pedagogical effectiveness of learning encounters between partner organizations and target groups, including distribution and use of materials (handouts, pamphlets, booklets, cartoons, etc.)
- Prepare regular SCEP M&E reports by assessing and recommending how to strengthen the social role-out of contractually-agreed civic education components. Collect noteworthy anecdotes about achievements and non-achievements occurring in the field.
- Propose program improvements based on the recommendations and findings from the field.
- Assist in the development of M&E reporting and data analysis instruments, manage the SCEP project data base; coordinate data entry responsibilities of SCEP Colleagues.
- Assist the CTA in the development of project reports.

#### Education/Knowledge/Skills and Experience :

##### **Education:**

Advanced University Degree in political science, development studies, international relations or other relevant field

##### **Experience:**

- At least 1 year working experience in Africa and/or post-conflict settings
- Experience in programming, formulation, management and advice on civic education and conflict prevention
- Proven and extensive track record in planning, implementing, overseeing and managing civic education, conflict prevention projects with international organization funding
- Management and administrative skills; team building, leadership and staff work skills; self reliance, ability to work independently and meet deadlines; strong analytical and planning skills; excellent communication skills, oral and written
- Angola experience is an asset
- Knowledge of the UN system and familiarity with UNDP procedures highly desirable;
- Knowledge in computer handling and data acquisition

##### **Languages:**

- Good Portuguese and English proficiency.

*Women as well as members of ethnic minorities or vulnerable groups are especially encouraged to apply.*